



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor
Dempsey Benton, Secretary

Michael S. Lancaster, M.D. and
Leza Wainwright, Directors

June 12, 2008

MEMORANDUM

TO: CDW Contacts

FROM: Deborah Merrill *D.M.*

RE: Update To CDW Reporting Requirements

As many of you are aware a clarification was made to CDW reporting requirements effective 05/01/08 as to whom income and family size data were required of. This clarification can be found on the DMH Public Website in a memo dated 06/02/08 from Dr. Michael Lancaster and Leza Wainwright. This clarification limited the requirement to report income and family size to non-Medicaid consumers. To track this in the CDW, an edit will be added that verifies that a client is a Medicaid consumer by checking for the Medicaid number that is an identifier on the type 10 Identifying record. If no Medicaid number is present on the 10 record, then income and family size data are required for that client. This rule is to be applied to admissions from 05/01/08 forward and to the collection of income and family size data for clients who were served in State Fiscal Year 2008. All other previously announced changes to be effective 05/01/08 remain unchanged.

Additionally in the 06/02/08 memo, new reporting requirements to the CDW were also announced effective 10/01/08. These changes relate to the collection of new variables and the changing of some data items from optional to mandatory. Another change to be effective 10/01/08 is an increase in the length of the type 12 discharge record, and the collection of date of last service on the discharge record. This is item 40 on the LME Consumer Admission and Discharge Form. These data reflected in these changes can be collected on the Standardized Consumer STR Interview and Registration Form and the LME Consumer Admission and Discharge Form which were posted on the Division's public website as of 06/02/08.

You will find with the posting of this memo an updated CDW Data Dictionary Version 1.9 and an updated CDW Technical Specifications version 1.11 both of which are effective 10/01/08 and which reflect the changes that were discussed in the 06/02/08 memo and this memo of 06/12/08. Should you have questions please feel free to contact Deborah.Merrill@ncmail.net or Jeannette.Barham@ncmail.net

